

INFORMATION PAPER

CELD-T
30 October 1995

SUBJECT: DoD Travel Re-engineering Pilot Program

1. PURPOSE. Provide the Chief of Staff information on current logistical matters .

2. FACTS.

a. By memorandum dated 5 June 1995, the Under Secretary of Defense (Comptroller) formally announced the re-engineering of temporary duty travel. A DOD task force found the travel system is expensive, not customer-oriented, and not mission-oriented. The task force found three principal causes: current travel policies and programs focus on compliance with rigid rules rather than on performance of the mission; current DoD travel practices are outmoded; and the current travel system is not integrated--that is, it is not a system at all.

b. The task force recommended that DoD attack each of these causes, by changing the philosophy of travel; adapting and standardizing best business practices; and redesigning and re-engineering the travel delivery system. Probably the most important recommendation was to change the philosophy of travel: "Manage travel as mission support, not as an end in itself. Treat the traveler and commander as responsible professionals and as honest customers of the travel system, not as presumed incompetents or criminals, and treat the commander as a responsible manager."

c. Ohio River Division and Waterways Experiment Station are two of 32 DoD selected test sites for the pilot. The DoD Concept of Operations calls for the pilot sites to test as much as possible of the following: travel entitlement changes; a single travel authorizing official (AO) who authorizes, authenticates and certifies funds; use of a full service Contract Travel Office (CTO) for all travel itinerary arrangements, and "should cost estimates, "billeting /messing with 1-800-Help line; interface between CTO and the accounting records; maximum use of the American Express card; and maximum use of electronic transfer of funds to traveler's bank account.

d. Resource Management has the lead on this effort, but we are partnering with them.

e. As part of the travel re-engineering program, 1 November 95, the dollar amount for the receipt requirement for transportation costs is increased to \$75.00 versus \$25.00. This change applies to all DoD elements.

f. Additionally, flat rate per diem reimbursement for day of departure and day of return during TDY is effective 1 November 95. Amount of reimbursement is 75 percent of the locality rate concerned under the lodgings-plus method. This change applies to activities under the re-engineering travel delivery system only.

Evie Wlodarczyk/761-1621